DRUG DEMAND REDUCTION TRUSTED AGENT TRAINING

Donna Butte
Demand Reduction Program Manager

RANDOM DRUG TESTING KEY PERSONNEL

- **Capt Ali, Legal, 7294**
- **Donna Butte, DDR Program Manager, 5998**
- **Katie Adkins, Drug Testing Program Asst, 5998**

AND

RANDOM DRUG TESTING KEY PERSONNEL

The <u>Most Important</u> person in the Process

RANDOM DRUG TESTING KEY PERSONNEL

The Hour Has Come

YOU!

TRUSTED AGENT BRIEFING OVERVIEW

- DDRP Mission, Vision, Core Values
- Drug Testing Program
- Observer Detail
- Trusted Agents & Responsibilities
- Do's and Don'ts of Notifications
- Notification Options
- Other Types of Testing
- Maintenance
- Random Selection Process

DEMAND REDUCTION PROGRAM MISSION

Deter the use and abuse of controlled and illegal substances through a comprehensive program of education, prevention, and drug testing; provide scientifically accurate results that are forensically defensible.

DDR Mission Statement

- **Maintain the health and wellness of a fit and ready fighting force and a drug-free Air Force Community**
- **Deter military and civilian members from using and abusing substances to alter their mental and physical state (illegal substances and illegal use of prescription drugs, etc)**
- **Assist commanders in assessing the security, fitness, readiness, good order, and discipline of their commands**
- **Detect and identify those individuals who use and use illegal substances and illegally use legal drugs**

Who's Tested

- **100 % of personnel (including GSU's) are eligible every day**
- **Air Force Drug Testing Software randomly selects**

Levels and Frequency of Testing

- **Regardless of frequency selected, member must test every time**
- **Unit sweeps, gate checks, and Smart Testing will be used to achieve the 100 percent end strength population tested annually**
- **Smart Testing is the random selection of members of the ranks of E-1 to E-4, O-1, and O-2 at a rate of one test per member per year. All other members are subject to the rate of 65 percent tested per year**
- **It is imperative that commanders conduct non-random testing to ensure the Air Force achieves the mandated goal of 100 percent. Each installation is required to achieve 100 percent of their end strength population via 100 percent random —Smart Testing and other non-random testing.**

OBSERVER DETAIL

- **Units are responsible for providing credible observers IAW AFI 44-120, para 4.6.11.8**
- **Each unit will provider observers 2 months out of each year, one month for females and one month for males**
- **Notify observers in advance of the week they are scheduled**
- **Have a primary and an alternate designated**
- **On their first day as an observer, personnel must present to the DDR office for training at 0745. All subsequent days they need to present NLT 0800.**

OBSERVER SCHEDULE

The Hour Has Come

	Male	Female
Jan	97 MDOS	97 CONS
Feb	97 CES	97 CS
Mar	97 OSS	97 LRS
Apr	97 TRS	97 SFS
May	54 ARS	97 CTPS/AMW
Jun	97 FSS	58 AS
Jul	58 AS	97 FSS
Aug	97 CPTS/AMW	54 ARS
Sep	97 SFS	97 TRS
Oct	97 LRS	97 OSS
Nov	97 CS	97 CES
Dec	97 CONS	97 MDSS

TRUSTED AGENT QUALIFICATIONS

- **Trusted Agent must be an individual possessing unquestionable integrity and trustworthiness, and meeting the following criteria:**
- **No UIF (AFI 36-2907*).***
- **No recent record (within five years) of conviction by courts-martial or civilian criminal court for matters not involving dishonesty, fraud, or drug abuse.**
- **For misconduct involving dishonesty, fraud, or drug abuse (including use, possession, or distribution): No record of conviction by courts-martial or civilian court or non-judicial punishment under Article 15, UCMJ, or a Letter of reprimand or similar administrative action (Letter of Admonishment, Letter of Counseling)**
- **Prior to assigning an individual to serve as a Trusted Agent, the unit commander will review the individual's PIF**

TRUSTED AGENT QUALIFICATIONS

- **Commanders, on a case-by-case basis, make determinations as to whether or not conduct is/was dishonest and/or fraudulent, and may make exceptions to the rule articulated in paragraph 4.6.11.7.2**
  - **Commanders will receive advice from the servicing SJA in situations in which it unclear as to whether past misconduct is disqualifying.**
- **No pending UCMJ action (courts-martial, Article 15), pending civilian criminal action, or pending administrative action (Separation or Letter(s) of AFI44-120 3 JANUARY 2011 21**
- **No medical or mental health conditions which will prevent them from performing their assigned duties as a Trusted Agent.**

TRUSTED AGENTS' RESPONSIBILITIES

- **DDRPM or DTMAPM will notify unit by 0700 on the testing day via e-mail (fax during com-out)**
- **Trusted Agents *MUST* be able to receive encrypted emails**
- **Keep list of individuals selected for testing confidential**
- **Personally notify members on roster for testing**
- **Notify DDR staff, *before* 1030, of member's unavailable for testing:**
  - **TDY, Deployed, Leave, Pass, Flying, Crew Rest, Quarters, Mission Essential Activity**

TRUSTED AGENTS' RESPONSIBILITIES (cont'd)

- **Coordinate with DDR personnel to ensure members who legitimately can't report during allotted time are scheduled to report *WITH AN OBSERVER* (E5 or above, same gender).**
  - **Unit selects the observer, not the individual selected to test**
- **DO NOT notify members of selection to test until they have presented to sign their letter.**
- **If members are notified after 1000, they must present for testing before noon, unless afternoon arrangements have been made**

TRUSTED AGENTS' RESPONSIBILITIES (cont'd)

- **Return rosters with annotations by e-mail NLT 1430 hrs**
- **Ensure that all members sign written order and report to testing location with a copy of written order and their military ID card--WITHIN 2 HOURS of their notification, NO EXCEPTION**
- **NOTE: If members arrive without their written order and ID card, the UNIT will have to escort the member to retrieve the needed documents**

TRUSTED AGENTS' RESPONSIBILITIES (cont'd)

- **Maintain rosters and written orders:**
  - **double lock (locked office, locked file cabinet)**
  - **Keep list of persons selected secret and on a need to know basis--especially if TDY or on leave**
  - **Do not leave testing rosters with anyone that is NOT designated and trained as TA**
  - ***BE PREPARED TO TESTIFY!***
  - **NOTE - Records will be maintained as follows:**
    - **90 days for individuals with negative test results**
    - **2 years for individuals with positive test results**

Military Notification Letter

The Hour Has Come

MEMORANDUM FOR: (Individuals name/SSN) (DATE)

FROM: XXXX/CC

SUBJECT: Order to Provide a Urine Specimen for Drug Testing

1. IAW AFI 44-120, you have been randomly selected and are hereby ordered to provide a urine specimen for drug testing purposes. Compliance with this order requires that you:

a. Report to Bldg 46, Base Clinic, Room 1375 as soon as possible but not to exceed two hours of notification for urinalysis drug testing. Drug testing hours are 0800-1200. Bldg 46 is located at 301 North 1st Street, Altus AFB, OK.

b. Upon arrival to the drug-testing center, you will be asked to sign in and date stamp your order indicating your arrival time. Additionally, you must surrender your Military ID Card to Drug Testing Program personnel. When you are ready to provide a suitable specimen, you will be asked to hand this order to your observer. Your ID card and order will be returned to you after a testable specimen has been accepted, and you have been given permission to leave. You are required to remain at the drug testing location until you have provided a testable urine specimen.

c. Upon entry into the latrine, you will be instructed to wash your hands with plain water and dry them. You will then be requested to provide a suitable urine specimen under the direct observation of your assigned observer.

d. Be observed urinating directly into the bottle or other receptacle provided, collecting a minimum of 45 milliliters of uncontaminated urine during a single void.

2. Failure to obey this order in any way may result in disciplinary action against you under the Uniform Code of Military Justice (UCMJ). You will acknowledge that you have read and understand this order by signing below.

Commander's Signature

1st Ind., (member's name and SSN)

MEMORANDUM FOR (XXXX/CC)

I have read and understand this order. I further understand that failure to comply with this order in any way may result in disciplinary action under the UCMJ. I understand that I must report to the drug testing facility NLT two hours upon acknowledgement of this order. I have been informed the drug testing office hours are 0900-1200 daily. I further understand that if notified later than 1000 hrs, I must report in time to provide a suitable specimen prior to 1200 hrs. I understand that I must return this letter to my unit POC upon completion of urinalysis drug testing or as directed by my commander or unit POC.

PRINTED TRUSTED AGENT GRADE & NAME_____

Date/Time Notified_____ Member's Signature:_____

DEMAND REDUCTION STAMP/SIGNATURE_____

_____TIME ARRIVED/DATE STAMP HERE

Effective 9 Sep 10. All other versions are obsolete.

Civilian Notification Letter

DATE

MEMORANDUM FOR:

FROM: 97 MDOS/SGOW

SUBJECT: Report for Random Drug Testing

1. Executive Order 12564, Drug-Free Federal Workplace, provides that Federal employees are required to refrain from the use of illegal drugs and that the use of such illegal drugs whether on duty or off duty, is contrary to the efficiency of the service. This is to inform you that the following employee/s have been selected for drug testing. Please direct the employee by indorsement to report for between 0730-1200 and 1300-1630 today. **All notifications must not be made more than two hours prior to testing.** You should personally meet with the employee and advise the selection was purely random and the employee is under no suspicion of using illegal drugs. The employee should also be informed that they would have the opportunity to submit medical documentation that may support a legitimate use of a specific drug. **DO NOT** reproduce this letter providing individual personnel data (name, SSAN) to other personnel. The endorsement below should be prepared on a separate letter and given to each individual selected to test unless other individual data (name, SSAN) can be completely blacked out.

2. Employees refusing to test may be subject to the full range of disciplinary action, including removal. An employee selected for random testing may obtain a deferral of testing. If their first-level supervisor concurs that a compelling need necessitates a deferral on the grounds that the employee is on leave status away from the test site, or scheduled to begin travel prior to testing notification.

3. The signed original copy of the letter should be placed in the employee's record and a copy given to the employee to bring to the testing site. **Please e-mail (donna.butte@altus.af.mil) or fax letters of random selected employees unavailable for testing not later than 1200 hrs of the testing day with the reason for his/her unavailability, due back date, and or what shift the individual works. Our Fax number is 580-481-5306.** Separate arrangements will be made for shift workers by calling the Demand Reduction Office at 481-5998.

CONTAINS PRIVACY ACT INFORMATION

NOTIFICATION DOs

- **DOCUMENT date and time of notification on each letter and ensure the individual signs their letter before arriving at the DDR office**
- **Start notifying personnel one hour prior to scheduled testing time**
- **Personally notify members on rosters**
- **Send Active Duty anytime during *testing hours (0800-1200)* Civilians are tested from 0600-1230 & 1330-1830**
  - **Military afternoon testing arrangements must be made with DDR staff; individuals must present with a qualified observer from their squadron. Do not notify an Active Duty member to present for afternoon testing without confirming with DDR staff first. Be mindful of testing hours and the time an individual is notified. Exceeding the 2 hour window by 1 minute is reportable to the CC.**

NOTIFICATION DON'Ts

- **DON'T leave messages on answering machines stating the nature of the call**
- **DON'T leave messages with family members, co-workers, supervisors or subordinates stating the nature of the call**
- **DON'T notify a member who's involved in a mission-essential activity that cannot be delayed, because, once notified, the member must report for testing within 2 hours**
  - **Instead, notify him or her immediately when the duty is complete**

NOTIFICATION DON'Ts (cont'd)

- **DON'T notify night shift workers at the beginning of their time to report for testing (violates the two hour notification)**

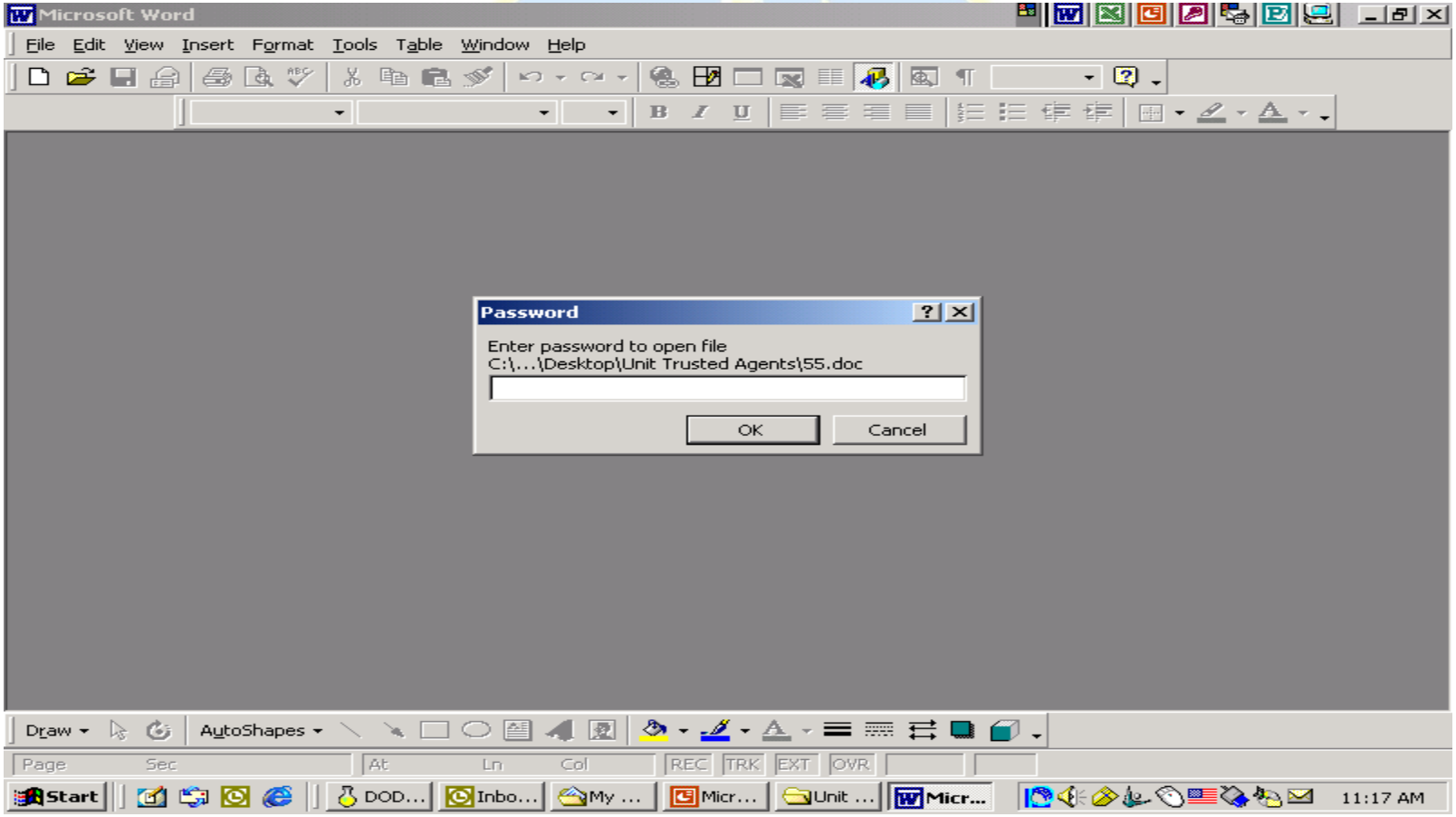
- **DON'T give members a copy of the memo with other members' info on it (Privacy Act)**

POSITIVE TEST RESULTS

- **Be prepared to testify about testing notification procedures, testing deferments, your procedures for identifying individuals when they report for notification letters, and how you track and store documents --procedures should always be the same**

E-MAIL NOTIFICATIONS

- **Encrypted or Password Protected**



COMMENTS/QUESTIONS